

*Irma Roberts*  
22/2/23

*to be signed for  
Sandie TZ*

*N Arnold 20/2/23*

<b>Hawker Park Primary School</b> <b>Draft MINUTES FOR SCHOOL BOARD MEETING 9 November 2022</b> <b>Ordinary Meeting 6:00 pm</b>				
TIME		Meeting at HPPS Staff Room 9 November 6.00pm	Board to: <small>Identify whether it is to note, confirm or decide in relation to the item.</small>	Who: <small>Identify person to lead discussion on that item.</small>
<b>6:00pm</b>	<b>1.0</b>	<b>Welcome and apologies</b>		
	1.1	Nominations for person to take minutes <i>Nicole Arnold volunteered to take minutes</i>		Chair
	1.2	Opening and welcome especially new members - <i>No new members at this meeting.</i>		Chair
	1.3	<i>Apologies: Andrew Etheridge, David Peacock</i>  <i>Present: Irma Roberts, Nicole Arnold, Liz Everall, Loveinder Madahar, Claire Hall, Andrew Hadfield, Tess Jones, Salvatore Siciliano, Keely Mundle</i>		Chair
	1.4	Confirmation of agenda <i>Moved: Lovehinder Madahar, Seconded: Tess Jones</i>		Chair
	1.5	Nomination of member for roundtable discussion:  <i>Andrew Hadfield</i>		Chair
<b>6:10pm</b>	<b>2.0</b>	<b>Disclosure of interests</b>		
	2.1	Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the chair before the meeting to determine the appropriate way to manage the conflict.  <i>None noted.</i>	[Note/ Decide]	Chair
	<b>3.0</b>	<b>Minutes of previous meeting</b>		
	3.1	Review of previous meeting minutes emailed to all members. <i>Moved: Loveinder Madahar</i> <i>Seconded: Tess Jones</i>	[Confirm]	Chair
	<b>4.0</b>	<b>General</b>		

4.1	<p>40<sup>th</sup> Anniversary update</p> <ul style="list-style-type: none"> <li>- <i>It was agreed that this was a lovely event. Highlights included the Welcome to Country and the broad attendance by the local community.</i></li> <li>- <i>Noted that the flyer drop to all of Warwick suburb was valuable in increasing attendance on the day. Deb Ryan and her parents, Jessica Batista, Emma Claessen, Cassie O'Sullivan and Karen Hadfield delivered flyers to every house in Warwick and Jessica Stojkovski's office printed the flyers.</i></li> <li>- <i>Action: Chair to write to P&amp;C to express thanks (refer email attached to these minute 28/11/22)</i></li> <li>-</li> </ul>	[Note]	Liz Overall
4.2	<p>Reconciliation Action Plan (RAP)</p> <ul style="list-style-type: none"> <li>- <i>Not yet discussed with Dan Vujich. Irma to follow up and report back at next meeting.</i></li> </ul>	[Note]	Principal
4.3	<p>Update re: Change in school uniform dress and nominations for working group</p> <ul style="list-style-type: none"> <li>- <i>KM – Can we find out what the demand is for dresses? Noted that the current dress does not have a logo.</i></li> <li>- <i>Can we approach other schools who have a similar dress to see if we can buy together?</i></li> <li>- <i>Agreed to wait until new Uniform Co-Ordinator had settled in to role in 2023.</i></li> <li>- <i>Working group consisting of LM, KM, NA and LE to assist with research</i></li> </ul>	[Note]	Chair

4.4	<p>Student Achievement and Progress</p> <ul style="list-style-type: none"> <li>- Summary of Naplan provided by LE:</li> <li>- ACER testing - online in Term 3</li> <li>- All results are used as a planning tool.</li> <li>- Data follows the class (and students) through all their schooling at HPPS</li> <li>- National Disability Data Collection - Liz meets with teacher regarding students where that student's ability to learn is affected. Level 3 and up attracts funding. Reported in August</li> <li>- ICSEA - 1085 (norm is 1000)</li> <li>- NAPLAN - Australian mean is a helpful source of data (as opposed to "like" schools)</li> <li>- HPPS Naplan - compared to Australian mean in a normal year - "pretty good". Noted that the School's Reserve fund used to fund smaller classes for year 3. Happy with the result.</li> <li>- School is very happy with the results.</li> <li>- Naplan absences - higher absences noted where likely due to COVID</li> <li>- Noted that 5 days out of the School's budget is used to do on entry testing (more comprehensive than what is generally allowed)</li> <li>- Liz prepares a report on ACER testing to outline achievements and progresses.</li> <li>- Spelling has been a focus and improvement has been seen in results.</li> </ul>	[Note]	Liz Overall
4.5	<p>Future Reporting to Parents</p> <ul style="list-style-type: none"> <li>- Brief introduction by LE as something to think about.</li> <li>- During COVID DET advised that no English or Maths comments were required. In second Semester 2022 these comments will be back in.</li> <li>- Brightpath - Program developed by DET and Principals Association. School is considering including this very detailed reporting (from specific assessments) in future reports to parents. It was suggested that some teachers are already sending this information.</li> <li>- Proposing to move Interviews to 2nd term to enable a more detailed conversation with families.</li> <li>- Question asked of Board what they think about the proposed changes. KM was supportive as more information is better. Board agreed.</li> </ul>	[Note]	Liz Overall

4.6	<b>Draft Annual School Report</b>		
	<ul style="list-style-type: none"> <li>- IR noted that some information was still to come.</li> <li>- Noted that the report needs to include the National School Opinion Survey data</li> <li>- IR asked for feedback as to whether the survey results needed to be included twice (once in main section and again at the back of the report). LM and KM suggested to show it twice as more information is better.</li> </ul>	[Note]	Principal
4.7	<b>Draft Budget</b>		
	<ul style="list-style-type: none"> <li>- Has already been submitted to the Finance Committee and is brought to this meeting for noting only.</li> <li>- Current collection rate of 87% for voluntary contributions.</li> <li>- Collection for P&amp;C is lower, and School received lower than budgeted funding from P&amp;C in 2022.</li> <li>- School is hopeful for grants for items such as the mural suggestion.</li> <li>- Maths is the identified focus area for 2023.</li> </ul>	[Note]	Sandie Beard
4.8	<b>Fees and Charges</b>		
	<ul style="list-style-type: none"> <li>- These were sent out by Sandie Beard in Week 6.</li> <li>- Fees and Charges were confirmed via circular resolution of the board.</li> <li>- It was noted by the Board that more wording should be detailed regarding the P&amp;C Voluntary contribution.</li> </ul>	[Confirm]	Sandie Beard

	<b>5.0</b>	<b>Chairpersons Matters</b>		
	5.1	<ul style="list-style-type: none"> <li>- 5.1.1 Board Training – it was noted that the session run was well attended.</li> <li>- 5.1.2 General Update- Broadly discussed the current challenges faced by the P&amp;C in securing volunteers and nominees for office bearers moving forward. The current president has presented a draft email to IR for distribution to the wider community. Board agreed that the role of the P&amp;C is vital but felt that rephrasing the email in to a more positive tone would be appropriate. <ul style="list-style-type: none"> <li>o Action: NA to approach Bec Chamberlain</li> </ul> </li> <li>- 5.1.3 Agreed to rotate a regular update from board members to be included in Hawker Headlines.</li> </ul>	[Note]	Chair
	<b>6.0</b>	<b>Principal's Report and other Matters</b>		
	6.1.1	<p><i>Principal's Report:</i></p> <ul style="list-style-type: none"> <li>- Meet Policy, Industrial and Legislative Requirements – Section 4 of the statement of expectations.</li> <li>-</li> </ul>		Principal
	6.1.2	<p>National School Opinion Survey</p> <ul style="list-style-type: none"> <li>- Staff and students</li> <li>- Overview provided by Irma and documents provided to the board to review.</li> <li>- Question raised as to whether to include this information in the Annual Report – board agreed.</li> <li>- It was noted that some survey responses were started but not completed. This would have increased the overall response rate of the survey.</li> <li>- Action: Board to review parents' comments with the view to discussing suggestions at the next board meeting.</li> </ul>		Principal
	<b>7.0</b>	<b>Nominations for Member</b>		
		<ul style="list-style-type: none"> <li>- Nomination required for new Parent Board Member. Irma to advise community.</li> <li>- Acknowledgement and thanks to Andrew Hadfield for 6 years of service on HPPS School Board and 14 years involvement with School</li> <li>- HPPS glasses and card present to Andrew as a small token of thanks</li> </ul>		Principal
	<b>8.0</b>	<b>Next meeting</b>		
		Week 4 2023. February 22, 2023 at 6pm.	[Note]	Chair
	<b>9.0</b>	<b>Roundtable evaluation</b>		

		Andrew Hadfield <ul style="list-style-type: none"> <li>- <i>Pre-reading – most things came out in advance which worked well.</i></li> <li>- <i>Working well towards a resolution regarding the uniform dress issue.</i></li> <li>- <i>Meeting started late but made up time throughout.</i></li> <li>- <i>Liz's presentation was excellent. Great to see and understand educational reporting and outcomes.</i></li> <li>- <i>Thanks to Irma for very professional draft annual School Report.</i></li> </ul>	[Note]	Andrew Hadfield
<b>8:25pm</b>	<b>9.0</b>	<b>Meeting Closed.</b>		